

1991

Books & Bytes Issue No. 02

Thomas G. Carpenter Library

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Suggested Citation

Thomas G. Carpenter Library, "Books & Bytes Issue No. 02" (1991). *Books & Bytes*. 13.
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BOOKS & BYTES



Issue No. 2

Thomas G. Carpenter Library
University of North Florida

THE SHRINKING BOOK BUDGET

As we feared last fall, the Library book budget lost another \$250,000, bringing the total recall for the fiscal year to \$500,000, or 35% of the initial allocation (\$248,000 of this amount was one-time lottery money). The Library's contribution to UNF's share of the \$1.3 million which the University returned lessened the impact of the recall on the teaching functions of the University. We had anticipated the additional loss, and we had prepared for that eventuality. For this year's acquisitions we did not place orders for new periodical subscriptions, and we suspended the approval plan with our major vendor. Monographic ordering is light; projects to fill the gaps in subject areas are on hold, as are all non-essential purchases. Requests for materials to support current classes are given preference. Purchases for audiovisual materials, non-depository government documents, and the leisure reading collection were cut drastically.

What does the impact of this year's budget cut mean in the long run? Experience has shown us that academic book titles go out of print very quickly--sometimes within a year. Many of the 1990 and 1991 imprints which we would normally have purchased may be unavailable by next fiscal year. As library resource dollars are recurring funds, an upturn in the State's economy may ameliorate or eliminate these effects on the collections. However, if the State budget situation worsens for next fiscal year, we will have to evaluate the periodicals' budget and make some decisions which may result in a reduction of titles received. The entire subscription portion of the budget, with attendant costs of binding, is now over \$500,000. The 35% decrease in the total amount available for resources throws our

internal budget distribution off balance and we may have to face the choice between buying books or periodicals. For disciplines which rely mostly on the journal literature, the choice to maintain the subscription list is easy, but that decision penalizes those teaching areas which rely on books for information.

We look with apprehension to next year's budget allocation. In anticipation of a decreased resources budget, the Library staff plans to initiate a review of the subscription list. Changes in the curriculum, the departure of faculty with unique specializations, and other factors make such a review not only advisable but essential. Although by philosophy and professional inclination we hope to be able to maintain uninterrupted runs of periodicals, fiscal stringencies may require retrenchment to maintain a viable library collection. With the active participation and assistance of the faculty, we will attempt to identify those titles that are no longer essential to the curriculum for the foreseeable future. Whether the resultant savings will be large or small, periodic reviews are necessary for collection and sound fiscal management.

Fortunately, the Library staff has become accustomed to wild fluctuations in book resource allocations over the past twenty years. It seems that the book budget situation is either a feast or a famine. While we regret the inability to purchase as much as we did last year, the current slowdown gives us the opportunity to review and reassess the collections and to take a look at the University's long range plans for the curriculum, which the Library will need to support.

NEWS BRIEFS

EVACUATING THE BUILDING--If the fire alarm sounds to evacuate the library building, patrons should take all their belongings with them. This will avoid the inconvenience of being without purses, car keys, etc., for several hours, and will lessen the amount of book bags and suspicious objects which the police may have to check if the evacuation is due to a bomb threat.

RESUSCITATION EFFORT FAILS--In last semester's newsletter, we wrote that the Extension Library in Tampa had been revitalized. However, due to state budget problems, the Extension Library will be closed and dismantled as of July 1, 1991.

SUMMER RESERVES--Julia Fagge (Reserves, x2615) asks all faculty to submit their summer reserve lists by April 26, for material to be ready for classes beginning on May 6.

WHO DONE IT?--The Leisure Reading shelves are now located under the large bulletin board across from the Reference desk. Due to the decrease in the book budget, the Library is buying much less popular fiction than last year. Although the Acquisitions librarian will purchase bestseller fiction titles, readers may find more serious nonfiction, previously sent directly to the General Collection, on these shelves than in the past.

TAKE A TEST DRIVE--The Reference Department has a demonstration CD-ROM product, PhoneDisc, for use until the end of June. On the demo, patrons can search by name for telephone numbers and addresses throughout the U.S. Contact the Reference desk for more information.

This newsletter is published at least once each semester to inform UNF faculty and staff of Library activities. Direct any questions, comments, and suggestions to Kathleen Cohen, Assistant Director of Libraries, 12/2011, x2553.

CAMPUS EVENTS--Many interesting events are scheduled on campus. If faculty and planners can notify the library staff when an event will occur, the Library may be able to do a display or prepare reading lists to support the event. Such a display or bibliography can also provide additional advertising in a heavily visited campus building (the Library!)

PREPARING FOR THE WORST--This fall, several librarians met to prepare a Disaster Preparedness Plan for the Library. While such an event may be remote, manmade and natural disasters frequently affect libraries. Most recently, two arson fires completely destroyed the central Los Angeles Public Library, and Hurricane Hugo in 1989 seriously damaged libraries in South Carolina and the Caribbean.

Under the direction of Serials Librarian Vicki Stanton, who is also responsible for collection preservation, committee members formulated plans to deal with a disaster. Before writing the plan, the committee invited individuals from campus units to speak about important considerations. Richard Crosby, Administration and Planning, discussed the State of Florida's insurance provisions; Steve Peacock, Purchasing, talked about emergency requisitions; Charlie Bear, Physical Facilities, informed the committee about his area's ability to respond to disaster relief; and John Anderson, University Police, discussed safety issues.

The committee established a chain of command, defining each person's area of responsibility in case of disaster, identified those materials which had priority for recovery efforts, and reviewed a list of companies involved in recovery operations. Coincidentally, recent campus evacuations due to bomb threats taught committee members some lessons about unpreparedness. The committee plans several workshops for Library staff to familiarize everyone with the plan. By the end of this fiscal year, the committee will have a manual ready on the Library's disaster recovery procedures. We would be glad to share our document with other interested units on campus.

Each issue will highlight a service of the library to give you a better idea of how or why a particular activity functions.

LIBRARY BUDGET COMMITTEE

by Kathleen Cohen, Assistant Director of Libraries

University libraries employ many different methods to spend their book budgets. At UNF, all the book money is allocated to and expended by the Library. The Library Budget Committee distributes the internal budget allocations on the basis of format, medium, and collection development needs without a breakdown by academic department. The maintenance of a balanced collection has been and remains the responsibility of the Library staff.

The Board of Regents allocates book OCO to each SUS library according to a funding formula. Theoretically, each library has a base book budget, which is the minimum amount it will receive. Additional monies may augment the base allocations, e.g., any non-recurring funds, such as lottery money, special funding for new programs, etc. By legislative mandate, book OCO can only be spent on books and may not be diverted to personnel, equipment, or expense. While a useful safeguard, sometimes the result is disproportionately large budgets for books, without any funding to buy new shelves to put the books on, or staff to order, receive, catalog, and process those books.

Non-recurring funds (i.e., lottery money in 1989-91) must be treated with the assumption that they are indeed a one-time allocation. They should not be spent on continuing obligations, such as periodical subscriptions. Expert opinion recommends that in an academic institution with a general curriculum, the cost of subscriptions should not exceed 45-50% of the total budget for resources. In periods of uncertainty, with a fluctuating budget, the ratio may vary. Before the budget cut, our subscription cost was 45.5% of our base budget (excluding lottery funds). After the budget recall the percentage has risen to 54.8% (with no increase in titles). Unless our spendable budget is restored to its original base, a balance between monographic and periodical expense will have to be forcibly restored.

While the State's fiscal year officially begins in July, the Library usually doesn't know its book budget until September. Book money is released in quarterly installments. The

subscription renewal bill, amounting to the first two quarterly budget releases, comes in the fall. This is why the Acquisitions Department places few book orders between July and December; most, if not all, of the budget goes to pay the subscription bill.

Once the book budget is known, the Acquisitions librarian calls a meeting of the Library Budget Committee, which consists of herself, the Heads of Reference, Government Documents, Media Resources, Serials, and Technical Services, the Periodicals librarian, the Collection Development librarian, and the Director. The Committee reviews the previous year's expenditures by category, and allocates funds into each category for the year ahead, increasing or decreasing the categories depending upon the size of the budget. Librarians responsible for collection development present requests for major purchases or their estimates of departmental budgetary needs. The Serials librarian, who has been collecting journal requests during the year, includes an estimate of the cost of new recommended subscriptions.

Budget categories are divided into functions: serials (periodicals, business and legal services, newspapers, standing orders), monographs (approval, firm orders, audiovisuals, curriculum, documents, backfiles), and nonresource expenses (automated cataloging charges, postage, freight). Since the periodicals' budget rises each year due to price increases, even without adding new titles, it takes a goodly portion of book OCO. Nonresource expenses are also susceptible to outside factors beyond our control. The remaining book OCO is allocated to monographs, audiovisuals, curriculum, and documents.

During the fiscal year, the Acquisitions librarian convenes the Committee periodically to fine tune the category allocations. Since the State frequently does not allow carry forwards into the next fiscal year, the Acquisitions librarian must ensure that money is spent and all orders are received by June 30.

"WHO YA GONNA CALL?"

To place items on Reserve (Julia Fagge)	x2615
To get a library card for faculty, adjuncts, staff (Circulation desk)	x2615
To inquire about overdues, fines, etc. (Circulation desk)	x2615
To inquire about Interlibrary Loans (Peggy Pruett)	x2615
To request new journal titles (Vicki Stanton)	x2550
To request new book titles (Sheila Mangum)	x2550
To arrange for a library tour (Mary Davis)	x2616
To request reference assistance (Reference desk)	x2616

You can communicate with the Reference Department through PROFS (user address is LIBHELP). A reference librarian will get back to you as soon as possible with an answer, either through PROFS or by telephone.

Printed guides to the Library and its services are available in the Reference Department. You can access the online catalog, LUIS, not only in the Library but also from your office or remote (off-campus) locations. Pick up LUIS use instructions and sign-on information in the Reference Department.

LIBRARY HOURS

REGULAR HOURS WHEN CLASSES ARE IN SESSION

	LIBRARY HOURS	REFERENCE HOURS
MONDAY - THURSDAY	8 A.M. - 11 P.M.	9 A.M. - 9 P.M.
FRIDAY	8 A.M. - 6 P.M.	9 A.M. - 5 P.M.
SATURDAY	10 A.M. - 6 P.M.	10 A.M. - 6 P.M.
SUNDAY	1 P.M. - 11 P.M.	1 P.M. - 9 P.M.

EXTENDED HOURS FOR FINAL EXAMS:

MONDAY - THURSDAY	8 A.M. - 2 A.M.
FRIDAY	8 A.M. - 6 P.M.
SATURDAY	10 A.M. - 10 P.M.
SUNDAY	1 P.M. - 2 A.M.

SPRING BREAK, MONDAY, MARCH 25 - SUNDAY, MARCH 31

MONDAY, TUESDAY, THURSDAY, FRIDAY	8 A.M. - 5 P.M.
WEDNESDAY	8 A.M. - 10 P.M.
SATURDAY	10 A.M. - 6 P.M.
EASTER SUNDAY	CLOSED

TERM BREAK, FRIDAY, MAY 3 - SUNDAY, MAY 5

FRIDAY	8 A.M. - 5 P.M.
SATURDAY - SUNDAY	CLOSED

